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Subject copy

19 November 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 19 November 1976

1. Fall 1976 Recruitment: College placement officials and recruiters, in trying to assess what is happening in the current recruitment season, are coming up with mixed reactions. The optimism that was prevalent a few months back is now being cooled by the realities of a general slowdown in economic growth that is affecting the large auto companies, and in turn the recruitment of large numbers of engineers and accountants. On the other hand, there is competition for quality minority applicants. Those colleges running minority career days are being swamped by recruiters trying to get space on campus, and as a result the applicants are in a pick-and-choose mood. Recruiting at the traditionally Black colleges is definitely being affected by the graduate college recruiters who are offering graduate study and attractive fellowships and stipends. CIA recruiters are continuing to intensify their recruiting efforts and are seeking out and attending minority career days.
2. Seminar: The annual Retirement Seminar was completed during this reporting period. Daily attendance for the five sessions was slightly over 200 participants. We are now receiving evaluation sheets from those who attended. These sheets, in addition to oral "feedback," indicate that the Seminar was well received.
3. CIARDS Amendments: A draft of an Employee Bulletin announcing the new amendments to CIARDS has been prepared and is in the process of coordination before publishing.
4. Voluntary Investment Plan: We have received from the five offices which support the VIP estimates of administrative costs for FY 1977. These estimates are being examined and on 8 December will be reviewed by the Board of Trustees.

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5. Recreational Survey: We sent out about 10,000 questionnaires, of which 2900 have been returned.

6. Health Benefits: The Insurance Branch has received 96 actions for enrollment or changes in the Federal Employees Health Benefits Program during the first two days of the Open Season. Twenty new applications have been received for the Association Benefit Plan, and the total enrollment in this plan has thus far increased by 45. This compares with 19 new applications and a total increase of 21 in the ABP for the entire 1975 Open Season.

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7. Regulations Review: [REDACTED] and several other regulations are being reviewed to determine the need for revision. This is part of the task to examine and update where necessary the 20 and 23 series of Agency regulations during FY 1977.

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8. Summer-Only Program: As of 12 November, 237 Summer-Only applications had been mailed in response to requests from dependents. Three completed applications have been returned to Clerical Staffing Branch.

9. IC Staff: Military Personnel Branch made arrangements with the Department of the Navy for the detail of [REDACTED]

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15 November 1976.

10. Navy Focal Point: Commander James C. Kunz, USN, replaced Commander Gary H. Ellis as the Department of Navy Focal Point Officer on 29 October 1976.

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11. Woman Employee--Reserve Commission: Mrs. [REDACTED] of OTR was sworn into the Army Reserve on Thursday, 18 November. She is the first woman from the Agency to apply for a reserve commission, and it took two years of waiting and processing paperwork. Mrs. [REDACTED] entered the WAC Reserve as a Captain and is assigned to the Agency's Military Reserve Unit.

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12. Recruitment at Catholic University: On 16 November we recruited at Catholic University. The schedule was heavily subscribed to, and the applicants were enthusiastic and well informed. Students from A.U. and Georgetown and former graduates also phoned asking to get on the schedule. One young lady, a graduate student, came to the interview from Capitol Hill. She stated that she was applying to CIA because of the high regard in which the Agency is held on the Hill and in Government, despite impressions to the contrary.

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13. Price Rise: General Services Administration has approved price increases for all GSI barbershops; thus, effective Monday, 29 November 1976, haircuts will be increased from \$2.75 to \$3.25 in the Agency barbershop. Other services will also be increased.

14. EAA Store: The EAA Store purchased \$2,000 worth of Hallmark Christmas cards and put them out for sale last week. Most of them have already been sold.

15. Rehired Annuitants: The following rehired annuitant case was approved for the Directorate of Administration:

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Also, the following rehired annuitant cases were terminated:

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-- Independent Contractor,
Office of Data Processing, terminated
22 October 1976.

-- Independent Contractor,
Office of Training, terminated 21 August
1976.

16. Handicapped Program: The Coordinator for the Handicapped Program arranged for a representative from Gallaudet College to meet with the supervisors of the Agency's deaf employees at Headquarters on Thursday, 18 November.

Coming Events:

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2. A Skills Session is scheduled for OP clerical employees on 7 December from 9:30 to 11:00 a.m. The session will concern the Transactions and Records Branch.

3. The Supergrade Ceremony is scheduled for 2:00 p.m. in the Headquarters auditorium on 24 November.

4. We will continue work on actions related to the Executive Advisory Group.

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5. The NPIC Suggestion Awards Panel is planning a special awards ceremony at [redacted] on Tuesday, 23 November, at 10:00 a.m. Messrs. Bush and Knoche will attend. Plans are to present length-of-service awards, Quality Step Increases, Suggestion Awards, and a \$7,000 Special Achievement Award. Mr. Hicks is discussing the proposed program with Mr. Knoche.

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[redacted]
F. W. M. Janney

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